

# **READVERTISEMENT**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**October 31, 2007**

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<b>TITLE:</b>	Grants Manager
<b>POSITION NO:</b>	00451
<b>LOCATION:</b>	Child & Family Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 15, 2007**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume is due at time of application.

This position involves 25% travel for statewide program audits, training, technical assistant and meetings. The successful applicant must have a valid Montana Driver's license and will be required to sign a Driving Record Release Form.

This position requests, maintains, utilizes and must safeguard sensitive confidential and protected health care information and is a mandated reporter of child abuse and neglect.

**CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK:**

All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

**TYPICAL DUTIES:** This position is responsible for insuring that federal, state and other funding sources are utilized as intended, are in compliance with federal and state laws, rules and regulations and that funding is used to produce the most beneficial outcomes possible; implementing sound selection process; monitoring contract operations to insure fiscal and programmatic compliance; developing methods to enhance the achievements of program and bureau requirements; providing technical assistance and training to improve service provision; and providing policy and program development.

The specific programs overseen, but not limited to, are Supervised Visitation and In-Home Services. These programs were developed respectfully from funding for the State Access and Visitation Program under provisions of the Title IV-D of the Social Security Act and as a requirement of the Adoption and Safe Families Act under the provisions of Title IV-B, part 2.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of program planning, coordination, budgeting and monitoring; interpretation, and application of federal and state legislation, state administrative rules, federal regulations and policies in the areas of in-home services, access and visitation and program administration; accounting and budgeting systems; standards of fiscal accountability and the relationship between these standards and effectiveness in service delivery; Request for Proposals (RFP) process; contract management; contracting practices and the requirements of effective contract writing; federal and state administrative requirements for administration of grants and contracts; current program initiatives concerning child welfare or, in the alternative, and other related programs; human services; organizational and management literature, as needed for research information development; planning, problem solving and consensus building; and the principles of organization development and improvement through collaborative methods.

Skills: Skill in written and verbal communication including technical writing; analyzing and interpreting complex state and federal regulations and policies; analytical and interpretive theories; interpersonal communication for facilitating small and large group interactions; negotiation and conflict management; identifying solutions; consensus-building methods; and utilizing information from professional literature, structured interview techniques, questionnaires and other sources.

Abilities: Ability to establish and maintain effective, collaborative working relationships with a wide variety of management and professional staff in and out of state

government; communicate effectively both orally and in writing; independently analyze complex, challenging, sensitive or multi-faceted situations that require attention and resolution; take a logical methodical approach to solving problems; focus efforts and energy on successfully attaining clear, accurate, timely and measurable outcomes of importance to the organization; work independently under general guidance and supervision from the Bureau Chief; work well under pressure; adapt to change and complete tasks under changing conditions; and be a self-starter.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in social work, business or related field **AND** five years social work/human service related experience **OR** Master's degree in social work, public administration or related human services field **AND** three years social work/human services related experience. Grant writing and managing business processes experience is desirable, (i.e. constructing and following the RFP process, establishing and monitoring contracts, and reporting to the federal government). Computer competency with software such as Word and Excel is required.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Resume.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees

retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.